

Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, Classification and Wage Division
THROUGH: Deputy Assistant Director for Operations *the*

DATE: 22 March 1954

FROM : Chief, Contact Division

SUBJECT: Request for Change in the Table of Organization of Contact Division,
Office of Operations

1. It is requested that the title of Position Number K166.04 be changed from Secretary (Stenography) to Clerk (Typing). The employee will spend approximately 50 per cent of his time as a telegraphic-typewriter operator and the remainder of his time in the performance of clerical duties.

25X1A9a 2. If further information is desired, please contact
Mrs. [REDACTED], Chief, Administrative Staff, OO/C, extension 2271.

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[REDACTED]
for E. M. ASHCRAFT

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assigned Clerk Typist 25-5 R 934

yfw 5 April 1954